

INSTRUCTOR PRE-K READINESS PROGRAM

Reports to:	Adult and Community Education Coordinator
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	To be established by the Board of Education annually
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY: To assist in the planning, development, and facilitation of Pre-K readiness curriculum and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Maintains regular attendance.
- Complies with State Law and District policies and regulations.
- Maintains confidentiality; unquestionable integrity.
- Must be a self-starter who can take charge of situations and be able to solve practical problems.
- Must deal pleasantly with staff, parents, and students.
- Must enjoy working with young children.
- Assist with parent orientation.
- Assess each child's readiness skills and monitor throughout program.
- Maintain accurate records with regard to pre- and post-program assessment.
- Manage student behavior constructively.
- Maintain a safe environment for students.
- Attends all staff meetings.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Minimum of 60 college hours.
- Teaching certificate in Early Childhood; Elementary Education preferred.
- Minimum of two years experience in working with young children

COMMUNICATION SKILLS:

- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from parents.
- Effectively communicates developmental issues to families.

MATHEMATICAL SKILLS:

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

- Ability to establish and maintain effective relationships with parents and colleagues.
- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with district requirements and School Board policies.
- Ability to maintain database of caseload and services rendered.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to moderate. Duties are performed indoors and outdoors. Visits are performed in home sites (range of environmental conditions noted).

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Instructor Pre-K
Revised: SY 2008-2009